

1ST SUBMITTAL CHECKLIST
LANDSCAPE, IRRIGATION, CITY TRANSIT FURNITURE



REV: **AUGUST 2026**



DATE: _____ PERMIT REFERENCE #: _____
 PROJECT TITLE / ADDRESS: _____ TELEPHONE: _____
 APPLICANT NAME: _____ EMAIL: _____

Notes:

1. StreetsLA does not provide over-the-counter review on Landscape Plans.
2. Irrigation connections (sleeving / mainline / laterals) across public streets and alleys, between individual medians, and between parkways and medians are not permitted.
3. Submit objects with break away footings to BOE Design Standards Group for review and approval.
4. Submit landscape median island locations to the Los Angeles Department of Transportation for review and approval.
5. Transit stops impacted by the proposed improvement and construction activities must be effectively coordinated with transit operators.
6. For any existing street trees to be removed, a tree removal application must be submitted to the Urban Forestry Division prior to the landscape approval.
7. Provide a completed checklist with your first plan submittal.

ALL project submittals must be prepared for StreetsLA review through the Bureau of Engineering's online portal at <https://buildla.lacity.org/>. Apply for your respective permit as necessary. An Angeleno account is required. Upload this form and all landscape plans for review.

GENERAL					
	Item	Applicant		City Staff	
		MET	N/A	MET	INCOMPLETE
Base Plan and Sheet Setup:					
G1	Drawing submittals to a specified scale (1 inch = 20 feet preferred, unless larger scale required for clarity) with graphic scale and north arrow included on all plan sheets	☐	☐	☐	☐
G2	All property lines, easements, dedications (existing and proposed) are clearly shown and labeled on ALL PLANS, elevations, and sections.	☐	☐	☐	☐
G3	Title Sheet and/or Title Block includes the site address, the plan preparer's name, address, and contact information.	☐	☐	☐	☐
G4	"DRAFT" or "NOT FOR CONSTRUCTION" labels are removed from plans.	☐	☐	☐	☐
G5	Deltas and revision clouds are removed from plans prior to approval. (ICA SUBMITTALS EXEMPT)	☐	☐	☐	☐
G6	Roadways, alleys, curbs, sidewalks, driveways (including aprons), all above ground infrastructure including utilities and other items impacting the design, such as trees, tree wells (new, existing, remodeled etc.), trees to remain, street lights, fire hydrants, vaults, pull boxes, bus stops, street furniture, etc. to be labeled on all plan sheets.	☐	☐	☐	☐
G7	Parkways are located adjacent to the curb and / or the property line.	☐	☐	☐	☐
Comprehensive Street Improvements Plan Submittal:					
G8	Planting and irrigation detail sheets are included in submittal.	☐	☐	☐	☐
G9	Landscape plans show site furnishings in the public right-of-way, including public amenity kiosks, bus stop/transit-oriented furnishings in submittal.	☐	☐	☐	☐
G10	All existing and proposed above ground utilities and infrastructure (catch basin, light poles, water/gas meters, fire hydrants, etc.) that require clearance from existing and new street trees clearly shown on the landscape plan. Shall be consistent with civil street plans when provided.	☐	☐	☐	☐
G11	Signed and dated statement on the landscape plans: "I agree to comply with the requirements of the City of Los Angeles Green Building Code Water Efficiency Landscape Ordinance and submit a complete Landscape Documentation Package." (2017 LAGBC) (MWEO)	☐	☐	☐	☐
G12	Soil amendment and fertilizer recommendations from an agronomic soils report prepared by a third-party soil and plant laboratory placed on Planting Notes sheet or Planting Plan sheet when required.	☐	☐	☐	☐
G13	When provided, associated Civil Street Plans reference and are consistent with Landscape Plans.	☐	☐	☐	☐
G14	When provided, associated Civil Street Plans identify trees, tree well type, tree well cover type and landscape areas.	☐	☐	☐	☐
A- / B-PERMIT SPECIFIC					
	Item	Applicant		City Staff	
		OK	N/A	MET	INCOMPLETE
A-Permit Revocables Only:					
A1	Bureau of Engineering Routing Transmittal(s) provided with initial plan submittal.	☐	☐	☐	☐
A2	R/W Landscape NTC & Notes for A-Permit Revocables are included in the landscape plans. https://drive.google.com/file/d/1eULgcqYnR1yLpocYjH_CR21qECx-cikq/view	☐	☐	☐	☐
B-Permit Revocables Only:					
B1	Plans are submitted on a B-Permit Title Sheet Template. https://apps.engineering.lacity.gov/techdocs/CADSTDS/B_permits_templates.htm	☐	☐	☐	☐
B2	General Notes section of Notice to Contractors (Standard Plans for this Project) references the following details when used as a part of the project. S-450-4 TREE WELL SIZE AND COVER DETAILS https://apps.engineering.lacity.gov/techdocs/stdplans/s-400/S-450-4.pdf S-456-2 TREE PLANTING AND ROOT CONTROL BARRIER DETAIL https://apps.engineering.lacity.gov/techdocs/stdplans/s-400/S-456-2.pdf S-663-1 TREE STAKING AND GUYING DETAILS https://apps.engineering.lacity.gov/techdocs/stdplans/s-600/S-663-1.pdf	☐	☐	☐	☐
B3	Street Improvements - Additional Notes #9 (Sidewalk Furniture) and Trees and Tree Wells - Additional Notes #10 through #12 (Tree Removal, Tree Preservation, & Trees and Tree Wells) Notice to Contractor Notes are included in the associated Civil Plans. https://permitmanual.engineering.lacity.gov/b-permits/checklists-and-sample-documents/b-permit-notice-contractors-notes	☐	☐	☐	☐
B4	R/W Landscape Notes for B-Permit Revocables are included on planting sheets. Follow DIRECTIONS, then remove DIRECTIONS from notes. https://drive.google.com/file/d/1zOd2TphkMHdE8YDWGJGpi5MD8USD_Hdg/view	☐	☐	☐	☐
LANDSCAPE IRRIGATION					
	Item	Applicant		City Staff	
		OK	N/A	MET	INCOMPLETE
General Irrigation:					
C1	BSS Irrigation Within Public Right-of-Way Notes added to irrigation plan sheets. https://streets.lacity.gov/sites/default/files/2026-02/BSS-Irrigation-within-the-Public-Right-of-Way.pdf	☐	☐	☐	☐
C2	Irrigation legend includes distinct symbols, descriptions, manufacturer and model number, and a detail reference for each item. Equipment located in the Public Right-of-Way MUST have an irrigation detail included.	☐	☐	☐	☐
C3	An abbreviated irrigation legend is located on all irrigation plan sheets.	☐	☐	☐	☐
C4	Irrigation main line pipe must be schedule 80 PVC and lateral pipe must be schedule 40 PVC within the public right-of-way.	☐	☐	☐	☐
C5	Irrigation line sizes are 3/4 inch minimum and annotated on plan sheets.	☐	☐	☐	☐
C6	Note / dimension on relevant irrigation details: "ALL IRRIGATION POP-UP SPRAY HEADS / BUBBLERS BODIES TO BE FLUSH WITH OR MAX. 1" ABOVE FINISH GRADE, NOT INCLUDING MULCH, WITHIN THE PUBLIC RIGHT-OF-WAY." (Fixed risers are not permitted)	☐	☐	☐	☐
C7	Areas less than 10' in width in any direction are irrigated with subsurface irrigation or other means that produce no runoff or overspray.	☐	☐	☐	☐
C8	Overhead Irrigation is not specified within 24" of any non-permeable surface.	☐	☐	☐	☐
C9	Flush valves and air relief valves are specified for drip irrigation per manufacturer's recommendation.	☐	☐	☐	☐
C10	Rain / weather sensor to controller mounted on nearby structure. (Mounting sensors on a separate pole in parkways are not permitted).	☐	☐	☐	☐
C11	Watering method specified on plans where automatic irrigation is not provided. This applies only to standard tree and tree well per latest version of Standard Plan S-450.	☐	☐	☐	☐
C12	Callout on the plans and legend indicating that the controller and reduced pressure backflow preventer are located on private property.	☐	☐	☐	☐
C13	Irrigation point of connection(s) identified on plans.	☐	☐	☐	☐
C14	Include the following note on all valve box details unless specified to be installed on private property: "ALL IRRIGATION EQUIPMENT INSTALLED IN THE PUBLIC RIGHT-OF-WAY SHALL BE INSTALLED IN TRAFFIC-RATED CONCRETE VALVE BOXES WITH TRAFFIC-RATED LIDS. ALL VALVE BOX LIDS SHALL BE EMBOSSED WITH THE INITIALS OF ITS CONTENTS IN MIN. 1-1/2" HIGH LETTERS: RCV, QCV, ARV, FV, ETC."	☐	☐	☐	☐
C15	Include the following note on all valve box details unless specified to be installed on private property: "TOP OF VALVE BOXES TO BE FLUSH WITH OR MAX. 1" ABOVE FINISH GRADE, NOT INCLUDING MULCH, WITHIN THE PUBLIC RIGHT-OF-WAY."	☐	☐	☐	☐

C16	Note / dimension on sleeving detail that below vehicular access areas, irrigation mainline within the public right-of-way shall be 36" below finish grade.	☐	☐	☐	☐
C17	Note / dimension on pipe installation detail that irrigation mainline within the public right-of-way shall be installed a minimum 24" below grade.	☐	☐	☐	☐
C18	Note / dimension on pipe installation detail that the irrigation lateral line within the public right-of-way shall be installed a minimum 12" below grade.	☐	☐	☐	☐
C19	Note / dimension on drip irrigation detail that dripline within the public right-of-way shall be installed 4" - 6" below finish grade, not including mulch.	☐	☐	☐	☐
Median Island Landscape Irrigation:					
C20	All landscaped center medians are irrigated with automatic irrigation ONLY.	☐	☐	☐	☐
C21	Irrigation point of connection, water meter and backflow preventer equipment are located in the median island(s). (No connections allowed outside of individual medians.)	☐	☐	☐	☐
C22	Controller location(s) are identified in the median island(s). (Identify approximate power sources when solar controller is not specified).	☐	☐	☐	☐

Non-Potable Irrigation System:

C23	Non-potable irrigation use note added to all irrigation sheets: "NON-POTABLE WATER SYSTEM AND USE TO BE REVIEWED AND APPROVED BY THE LA COUNTY DEPARTMENT OF HEALTH, PERMIT/APPLICATION # XXXXXXXXX" (Replace XXX's with application #).	☐	☐	☐	☐
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LANDSCAPE PLANTING & TREES

Item		Applicant		City Staff	
		OK	N/A	MET	INCOMPLETE
General Planting:					
D1	Proposed plant palette does not include the following: noxious, or invasive plant material; and plants with exposed, rigid spines and thorns.	☐	☐	☐	☐
D2	Separate sheets for proposed tree/landscape planting and tree/landscape removals.	☐	☐	☐	☐
D3	Distinct tree/landscape symbols for all specified plantings on plans.	☐	☐	☐	☐
D4	Plant symbols on plans drawn at 80% of the proposed plant's mature size.	☐	☐	☐	☐
D5	Planting legend calls out botanical name, common name, container size, on center plant spacing, and planting detail references for all planting. Detail references are required both when using standard plans and when using non-standard details.	☐	☐	☐	☐
D6	Abbreviated planting legend for trees, shrubs, and groundcover is included on ALL planting plan sheets.	☐	☐	☐	☐
D7	The following standard plans for street tree planting referenced as applicable: S-450-4 TREE WELL COVER DETAILS https://apps.engineering.lacity.gov/techdocs/stdplans/s-400/S-450-4.pdf S-456-2 TREE PLANTING AND ROOT CONTROL BARRIER https://apps.engineering.lacity.gov/techdocs/stdplans/s-400/S-456-2.pdf S-663-1 TREE STAKING AND GUYING https://apps.engineering.lacity.gov/techdocs/stdplans/s-600/S-663-1.pdf NOTE: Any additional street tree planting details included in the plans are consistent with the referenced standard plans.	☐	☐	☐	☐
D8	Horizontally dimensioned clearances between street trees and infrastructure are shown. Refer to the UFD Tree Spacing Guidelines. Verify if planting locations conflict with existing/proposed utilities. If so, coordinate and adjust plans accordingly. https://streets.lacity.gov/sites/default/files/2026-05/UFD-Tree-Spacing-Guidelines-05012026.pdf	☐	☐	☐	☐
D9	The following note is placed on planting sheets: "PLANT MATERIAL CLEARANCE FROM STREET TREES MUST BE 24" OR 1/2 OF THE PLANT'S ON-CENTER SPACING (WHICHEVER IS GREATER), MEASURED FROM THE BASE OF THE TREE TRUNK."	☐	☐	☐	☐
D10	The following note is placed on planting sheets: "PLANT MATERIALS MUST NOT BE INSTALLED WITHIN 12" OF UTILITY VAULTS, METER BOXES, FIRE HYDRANTS, UTILITY / STREET LIGHT / TRAFFIC SIGNAL / SIGN POLES AND MAY NOT OBSCURE THE VISIBILITY OF OR IMPEDE ACCESS TO SUCH INFRASTRUCTURE."	☐	☐	☐	☐
D11	Trees are not specified within the first 45 feet of non-signalized intersections (45 foot visibility triangle). Measurements taken from the point of intersection of the extended curb lines or edges of roadway.	☐	☐	☐	☐
D12	Trees are not specified within 50 feet of the approach to a stop sign or signalized intersection, nor within 25 feet clear of the departure from such intersection. Measurements are taken from the beginning of curb radius.	☐	☐	☐	☐
D13	Shrubs specified for installation in the public right-of-way with a maximum mature height of ≤ 36 inches	☐	☐	☐	☐
D14	Maximum shrub heights of ≤ 24 inches at maturity within the first: 20 feet of an alley, 5 feet of a driveway apron, or 45 feet of the intersection (45 foot visibility triangle). Measurements are taken from the point of intersection of the extended curb lines or edges of roadway.	☐	☐	☐	☐
D15	Convenience strips when planted parkways are adjacent to parking. Convenience strip is 18 inches from back of curb.	☐	☐	☐	☐
D16	Minimum 4 ft wide housewalks placed minimum every 25 feet when planted parkways are adjacent to street parking.	☐	☐	☐	☐
D17	Drainage capture devices (planter liners, drainage plates, etc) are specified for raised planters and pots.	☐	☐	☐	☐
D18	Private property proposed or existing planting adjacent to the property line does not interfere with the designed spread at maturity or spacing of street trees, whether existing or proposed. Not applicable when both private property and street trees are existing.	☐	☐	☐	☐

Median Island Landscape Planting

D19	Median Islands ≥ 7 feet wide, measuring from the outside face of curb can be planted with landscaping including trees.	☐	☐	☐	☐
D20	Median islands between 7 and 5 feet wide, measuring from the outside face of curb planted with non-tree landscaping.	☐	☐	☐	☐
D21	Medians ≤ 5 feet wide, measuring from the outside face of curb installed with concrete, decorative paving, or cobble set in concrete only.	☐	☐	☐	☐
D22	Proposed trees are centered between the two sides of the median island.	☐	☐	☐	☐
D23	Maximum plant height in medians is ≤ 36 inches at maturity.	☐	☐	☐	☐
D24	Plant material height ≤ 24 inches at maturity within the first 10' of the median nose (if not paved).	☐	☐	☐	☐
D25	Proposed fixed objects (trees, boulders, monument signs, artwork, etc) are located no closer than 50 feet from the nose of the median island, if it is at an intersection , or no closer than 25 feet from the nose of the median island, if it is downstream of an intersection (mid-block) .	☐	☐	☐	☐
D26	Maximum height of landscape boulders is 3 feet	☐	☐	☐	☐
D27	Minimum 2 foot set back required from the outside edge of fixed objects to the outside face of the adjacent curb.	☐	☐	☐	☐

GREEN STREETS

Item		Applicant		City Staff	
		OK	N/A	MET	INCOMPLETE
E1	Landscape planting/irrigation plans, details, and notes are submitted on separate sheets. Civil, site, grading, utility and demolition plans/details are submitted for reference.	☐	☐	☐	☐
E2	Recorded Maintenance Covenant and Agreement for Green Street improvements are included on the plans.	☐	☐	☐	☐

CITY TRANSIT FURNITURE (TRANSIT SHELTERS AND BUS BENCHES)

Item		Applicant		City Staff	
		OK	N/A	MET	INCOMPLETE
F1	Civil and Landscape plans that include City transit furniture (bus benches and transit shelters) affected by proposed improvements are submitted to StreetsLA for review. This includes bus stop amenities, such as trash receptacles and Public Amenity Kiosks (PAKs)	☐	☐	☐	☐
F2	Location of trees/other obstructions adjacent to bus benches are arranged per the City Transit Furniture Program Layout . NOTE: Contact Sidewalk and Transit Amenities Program (STAP) for further layout information, stap@lacity.org .	☐	☐	☐	☐

Uploaded plans for review by BSS/StreetsLA

Uploaded this form for review by BSS/StreetsLA

